



MIAMI COUNTY SOLID WASTE DISTRICT

**MIAMI COUNTY SOLID WASTE DISTRICT BOARD MEETING
MONDAY, NOVEMBER 18, 2013 1:00 P.M.
GAR ROOM-MIAMI COUNTY COURTHOUSE**

MINUTES

The Miami County Solid Waste District held a meeting of the Board of Directors on Monday, November 18, 2013 at 1:00 P.M. in the GAR Room in the Miami County Courthouse, located at 25 North Broadway, Peru, Indiana.

Attending:

Board Members: Don Morris–Chairman–Town of Converse, Tom Gustin–Vice Chairman–Peru City Council Representative , Larry West–member–County Commissioner, Jerry Hamman–member–County Commissioner, Joshua Francis–member–County Commissioner, Jim Walker–Mayor of Peru

Staff Attending: Samantha Ward–Executive Director, Carla Weaver–Assistant Director/Recording Secretary

Others: Pat Roberts–Legal Counsel, Jeff Barnes–Contractor for the District, Bobbie Dausch–Contractor for the District, Ron Dausch–Contractor for the District, Jen Rankin–Wabash County Solid Waste District Executive Director, J.W. Spear, Sr.–JSA Civil, Environmental Engineers, Jo–Walter Spear–JSA Civil, Environmental Engineers

Absent: Shirley Mull–member–Miami County Council Representative,

Call to Order: Chairman Don Morris called the meeting to order at 1:07 P.M.

Approval of Minutes:

Board members reviewed the meeting minutes from the October 21, 2013 Board of Directors meeting. *Mr. Hamman motioned to approve the meeting minutes; Mr. Gustin seconded. Motion carried (6-0).*

Approval of Financial Report and Claims:

- Ms. Ward reported that the bills for November included \$1218.00 to GJ's Home & Office for a desk for Ms. Ward. She explained that she had been using a desk that was loaned to the district by the Health Department. The Health Department requested the desk be returned due to their move into the former jail. Ms. Ward found a desk that had been discounted for some minor

cosmetic flaws. GJ's delivered and assembled the desk and also moved the Health Department's desk into the new Health Department offices.

- Ms. Ward reported that bill for Comerford & Company was for the quarterly taxes and reports filed with the state.

Mr. Gustin motioned to approve the financial report and claims; Mr. Walker seconded. Motion carried (6-0).

Director's Report

- Ms. Ward reported that the State had insurance plans available to Local Units of Government in a letter sent to the district in July. Ms. Ward submitted the budget with the figures for insurance premiums based on the state plan. On October 29, the district received a letter from the state saying that Local Units of Government would NOT be eligible to purchase insurance through their insurance carrier. Ms. Ward is now looking for quotes from other companies.
- Ms. Ward reported that there had been an error in submitting the budget to the state on the Gateway System. Ms. Ward has been working with the Department of Local Government Finance and the Auditor's Office to correct the issue. Ms. Ward was unable to submit the budget that was approved by the county council in October. Only the Auditor has submission rights after September 1. The state is allowing a "technical adoption" at the county council meeting on Tuesday, November 19. Special Districts have to have a binding review by the county council even if the district is not funded by property taxes.
- Ms. Ward requested to replace the existing Dell printer in the office. It is an old Dell model from 2005. The printer was given to the district by the IT department. The outer trays are falling apart, and cause paper jams while printing. The printer is currently held together with duct tape. Ms. Ward presented a quote supplied by John Evans in the IT Department for a HP Printer that would handle the printing needs of the office. Ms. Ward stated that there was money available in the budget for this purchase.

Mr. Gustin motioned to allow the printer to be purchased, Mr. West seconded. Motion carried (6-0).

Lawyer's Report

- Mr. Roberts reported that there have been a few logistical glitches with accepting previous years' payments in the office. Mr. Roberts is requesting that all payments received be sent to his office for additional collection.

Old Business

- None

New Business

- Ms. Ward reported that she had discussed insurance coverage with the Bliss McKnight Company at the AISWMD Conference. There is additional liability coverage that should be included with our current policy. This would cover the district board and errors in omissions. Bliss McKnight works with local insurance providers to help ensure the district is covered sufficiently. The additional coverage would cost approximately \$2,568.00 extra per year. The board felt this quote might be somewhat high. They would like to see some other quotes and sample policies.

Public Comment

- None

J.W. Spear Presentation

- Mr. Spear gave a brief history of Solid Waste Districts and what they were charged with accomplishing by the state legislature.
- The district should create a plan for what we would like to accomplish as soon as we get into a permanent facility and also what we hope to accomplish in the future.
- Mr. Spear discussed working with the district and setting up the facility and establishing the services we wish to provide. Mr. Spear stated that there were many services that we are currently outsourcing that could be handled in house by the current staff, or changing the way programs are handled. An example was changing the white goods program to be handled through a certified contractor who would work with the people wishing to have white goods picked up directly. The contractor would set their own fee, and collect it from the citizen. The contractor would then process (scrap) the items, and make a monthly report to the district showing proper recycling or disposal. This would save the district money by referring people to the contractor instead of paying the contractor directly.
- Other costs that could be cut would be Beautification Days. Items could be taken to the facility as needed. There would be no charge for recyclable items, and a small fee to cover the roll off charges.
- Mr. Spear also discussed the billing structure of working with their company. There would be a monthly budget established and we could work through those figures.
- It was suggested to appoint a small committee to work with the company and have the authority to ok tasks and projects between the monthly board meetings.

Mr. Francis motioned to appoint a three person committee to work with Ms. Ward outside of the monthly board meetings. Mr. West seconded. Motion carried (6-0). The committee will consist of Mr. Francis, Mr. Morris, Mr. Walker, and Ms. Ward.

- Mr. Spear will send a proposal for work to Ms. Ward and the committee will meet after the proposal has been received.

Next Board Meeting:

- **BOARD OF DIRECTORS– MONDAY, DECEMBER 16, 2013 at 8 A.M.**

Adjournment: *Adjournment was unanimous.*

Carla Weaver, Recording Secretary

Don Morris, Board Chairman